REGISTRY PDAS T-TAP TOOLKIT

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WELCOME TRAINERS & TECHNICAL ASSISTANCE PROFESSIONALS!

Did you know Wisconsin has a Professional Development Approval System (PDAS) that supports and promotes quality training and technical consultation opportunties for the early care and education field?

Although The Registry oversees PDAS, the Department of Children and Families (DCF), along with other statewide agencies, organizations, and individuals, partner with The Registry to ensure the approval process is supportive and equitable statewide.

As a Registry approved Trainer or Technical Assistance Professional (T-TAP), it is important to have a basic understanding of PDAS. Check out The Registry website to learn about the benefits of PDAS and our guiding principles.

Registry & PDAS Outreach Materials

Looking for a document that gives a quick snapshot of the Registry and PDAS? Check out these great resources!

-Registry Overview
-Registry Membership Benefits
-Career Levels
-PDAS Guiding Principles
-WI T-TAP Competencies

WHAT IS REGISTRY APPROVED TRAINING?

There are two types of training reviewed and approved by The Registry— ***registered training*** *and* ***tiered training****.*

Registered Training:

- Meets state licensing guidelines for continuing education
- The Registry does not 'approve' the trainer, but approves the training based on title and description
- Attendance roster is not required

Tiered Training:

- Tiers 1-3 are offered by Registry approved trainers or approved Specialists only
- Tier 4 is credit-based training offered only through institutions of higher education
- Attendance roster is entered by the trainer or sponoring organization
- Accumulation of tiered training hours can move a member up the Registry Career Levels

Read more information on Training Tiers here.

Approved Training Sponsors

Any program that offers training to professionals in the field can become a PDAS Approved Training Sponsor. Check out the Registry website to learn more about how to become an Approved Training Sponsor here.

Approved training sponsors submit trainings through their program account. Training can include:

- Community-based training
- Online or correspondence courses
- Credit-based courses.

Some examples of approved training sponsors include:

- Resource and referral agencies
- National training organizations
- Professional associations
- Colleges and universities
- Programs that provide training to their staff

Be sure to review the Responsibility Agreement for Organizations to see the ethical obligations and professional responsibilities for approved sponsors.

REGISTRY TRAINER TYPES

There are seven different Registry approved trainer types.

- Registered
- Tier 1
- Tier 2
- Tier 3
- Specialist 1—National Training Organizations
- Specialist 2—Wisconsin Expertise
- Specialist 3—Content Expertise

Trainers are approved through their experience and education in the field. Check out the T-TAP Requirements Chart to see how you might qualify. If you are proficient in another language, consider getting the language endorsement in addition to your T-TAP endorsement.

Your **trainer type** *determines what* **type of training** *you are approved to present.*		Training Type Approved to Present			
		Registered	Tier 1	Tier 2	Tier 3
Trainer Type	Registered Trainer	Yes	No	No	No
	Tier 1 Trainer	Yes	Yes	No	No
	Tier 2 Trainer	Yes	Yes	Yes	No
	Tier 3 Trainer	Yes	Yes	Yes	Yes
	Specialist 1	Yes *Limited to expertise*	Yes *Limited to expertise*	Yes *Limited to expertise*	Yes *Limited to expertise*
	Specialist 2	Yes *Limited to expertise*	Yes *Limited to expertise*	Yes *Limited to expertise*	Yes *Limited to expertise*
	Specialist 3	Yes *Limited to expertise*	Yes *Limited to expertise*	Yes *Limited to expertise*	Yes *Limited to expertise*

TECHNICAL ASSISTANCE PROFESSIONALS

A Technical Assistance Professional is specifically trained to offer one or more of the following services:

- Technical assistance
- Mentoring & coaching
- Consultation
- Professional development advising
- Assessment

Technical Assistance Professionals are approved through their education and consulting and work experience in the field. View the T-TAP Requirements Chart for more details.

WHAT ARE THE PDAS COURSES?

As of July 2016, all individuals seeking the Tier Trainer and/or Technical Assistance Professional endorsements must complete the required PDAS courses. All Tier Trainers must complete both the Foundations course and the Training Professional course or an equivalency. All Technical Assistance Professionals must complete the Foundations course plus the Technical Assistance Professional course or an equivalency.

The PDAS courses include:

- **Foundations**

  Explore the art and the science of training and technical assistance through some unique lenses. A T-TA Professional must know the science behind training and/or technical assistance, including knowledge of adult learning theory, the technical components of organizing goals and objectives, and developing professional relationships. The skills and dispositions to apply those theories and the goals to develop a relationship of respect and trust: this is the art.

- **Training Professional**

  Learn how to incorporate the art and the science of training with all early childhood professionals. Address the science of designing and implementing trainings by learning how to utilize a framework for organizing content as well as to gain an understanding of how adults learn in an environment that is engaging and interactive. Training is also an art…the art of knowing how and when to reenergize your audience, how to handle the participants who are disengaged, what are some active learning strategies designed to engage adult learners.

- **Technical Assistance Professional**

  Dig deeper into what it takes to provide relationship-based professional development for adults throughout the early childhood field. Explore ways to mentor, coach, and consult for inquiry, reflection, and leadership. Learn about the art of communicating to support awareness that leads to change and brainstorm how to problem-solve some of the common issues around technical assistance.

For more information on PDAS course equivalency, review the PDAS FAQ's under *Becoming a Trainer and/or Technical Assistance Professional*. To find upcoming PDAS course offerings, search the Statewide Training Calendar under the top dropdown menu PDAS Courses.

HOW TO APPLY TO BECOME A T-TAP?

Now let's look at how to apply to become a Registry Approved Trainer and/or Technical Assistance Professional.

Step #1: Get Ready

Requirements are different for each T-TAP endorsement so be sure to review the T-TAP Requirements Chart to see what is needed for the application process. During the application process, documents can be uploaded to meet endorsement requirements if not already verified on your Registry account.

Prepare any of the following documents applicable to the endorsement you are applying for before you begin your Registry application:

- Name-based background check or DCF Final Eligibility Letter dated within the last 5 years
- Documentation of training hours of experience
- Documentation of technical professional hours of experience
- Documentation of two years of professional development of others
- Mentoring agreement, if a Provisional TAP
- Adult education and/or coaching mentoring course equivalency (training certificate or official transcript with course description)
- Resume
- Certificates of additional endorsements or specialty areas

Step #2: Registry Membership

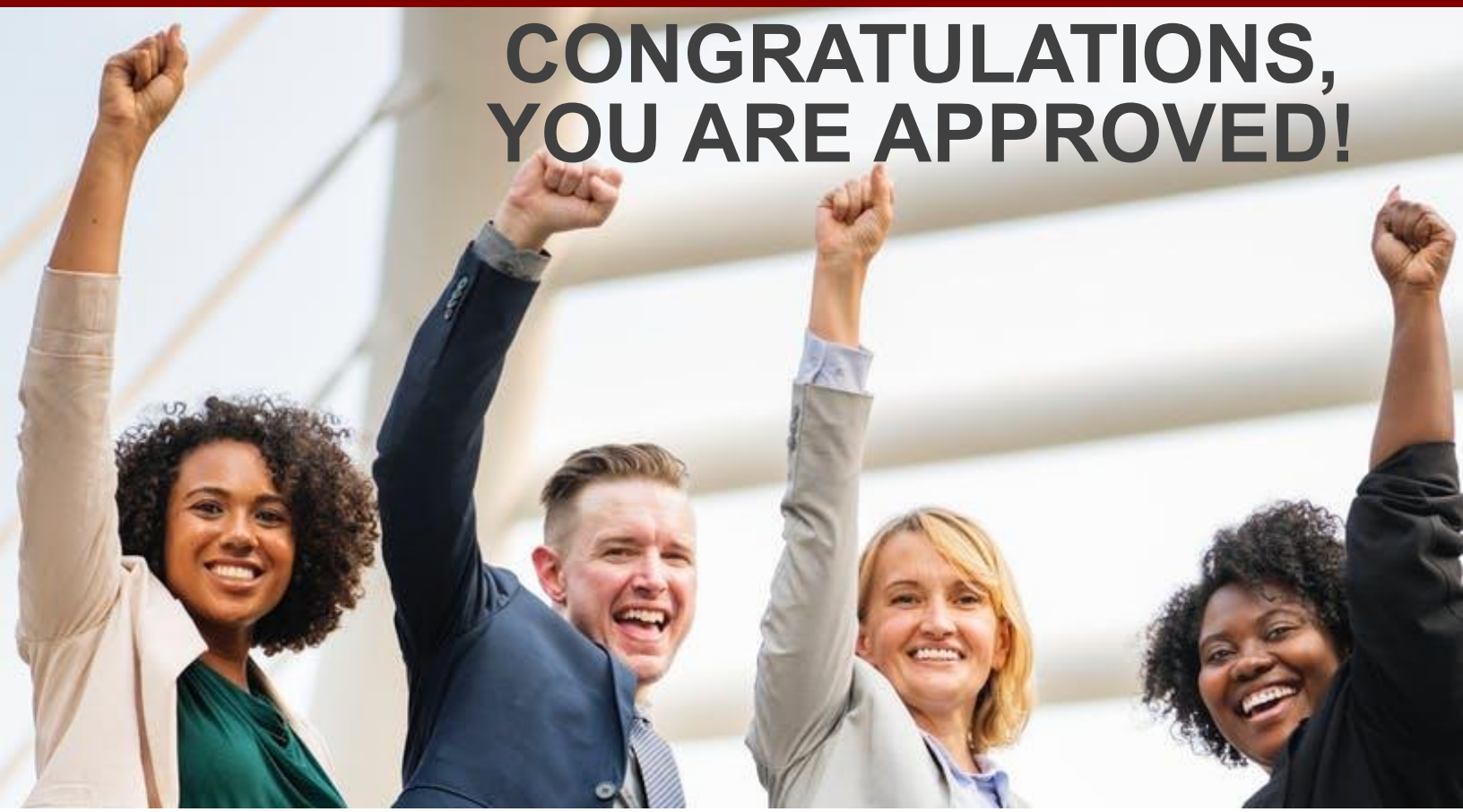
Becoming a Trainer or Technical Assistance Professional starts with a Registry membership.

- If your Registry membership is *current and will not expire in the next 30 days*, you can add the Trainer or Technical Assistance Professional endorsement at any time.
- If you do not have a Registry membership, you will need to apply for membership to add the endorsement.
- If your Registry membership is *expired*, you will need to renew your membership to add the endorsement.
- There is a one-time fee of $15 to add the Trainer or Technical Assistance Professional endorsement.
- Be sure to set aside plenty of time to complete the application process online. If you are short on time or need to gather more information, you can save and continue later. Check out the guide How To Become a Trainer for step by step instructions for filling out the online application.

Step #3: Submit Documentation

During the application process, upload all necessary documents if possible. If documentation is missing, the application is incomplete and cannot be processed. After submitting your application, send all remaining documentation and request official transcripts be sent directly to The Registry, if applicable.

Complete applications are processed in date order. Standard processing time for T-TAP applications is 2-4 weeks from the date the documentation is received by The Registry.



An individual is approved at the highest endorsement level he/she qualifies for. If an individual is missing a requirement, The Registry will communicate with an individual what requirement is missing to reach an endorsement goal. If necessary, an individual can begin as a Registered Trainer while completing any missing requirements with the goal of becoming a Tier 3 Trainer in the future.

Be sure to review the WI Registry T-TAP Agreement to fully understand the Registry Trainer and Technical Assistance Professional code of conduct which includes ethical obligations, professional responsibilities, and the misconduct process.

Begin Using the Registry Professional Development System

Submitting a training using PDAS is a two-part process.

1. Create a new **course** and follow the onscreen directions to enter course details needed for approval. Course approval can take up to 5 business days. Check out this guide, Training Entry Part 1: How to Submit a Course, for more information.
2. Schedule an **event** once the course is approved. When scheduling a training event, indicate the date, time, and location of the training event and choose whether to list the event on the Statewide Training Calendar for public viewing. Event approval can take up to 5 business days. Check out this guide, Training Entry Part 2: How to Schedule an Event, for more information.

Questions…

Visit our PDAS Frequently Asked Questions on The Registry website for more clarifying information. Check out additional PDAS resources here. Contact The Registry Professional Development Department with any PDAS questions or concerns. support@the-registry.org 608-222-1123, Option #5